



STATE BOARD OF EQUALIZATION  
PROPERTY TAX DEPARTMENT  
PO BOX 942879, SACRAMENTO, CALIFORNIA 94279-0064  
1-916-274-3350 • FAX 1-916-285-0134  
[www.boe.ca.gov](http://www.boe.ca.gov)

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State Controller  
YVETTE M. STOWERS  
Executive Director  
No. 2023/011

March 2, 2023

TO CLERKS OF THE BOARD AND  
COUNTY ASSESSORS:

**REQUEST FOR ASSESSMENT APPEALS FILING PERIOD**

Revenue and Taxation Code<sup>1</sup> section 1603 requires counties to establish a filing period for taxpayers to submit applications for an assessment appeal hearing before the county board of equalization or assessment appeals board. The filing period is predicated on whether the County Assessor mails specified assessment notices.

Subdivision (b)(3) of section 1603 provides, in part:

- (A) The county assessor shall notify the clerk of the county board of equalization and the county tax collector by April 1 of each year as to whether the notice specified in this paragraph will be provided by August 1.
- (B) The clerk shall certify the last day of the filing period and shall immediately notify the State Board of Equalization as to whether the last day of the filing period for the county will be September 15 or November 30.

In compliance with the mandate in section 1603, the clerks of the boards should provide the dates for the assessment appeals filing period for their counties no later than April 14, 2023. The information should be sent to Ms. Melissa Osburn at [Melissa.Osburn@boe.ca.gov](mailto:Melissa.Osburn@boe.ca.gov) or to the following address:

State Board of Equalization  
County-Assessed Properties Division, MIC: 64  
Attention: Ms. Melissa Osburn  
P.O. Box 942879  
Sacramento, CA 94279-0064

If you have questions regarding this reporting requirement, please contact Ms. Osburn at 1-916-274-3303.

Sincerely,

/s/ David Yeung

David Yeung  
Deputy Director  
Property Tax Department

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<sup>1</sup> All statutory references are to the Revenue and Taxation Code, unless otherwise indicated.